SME Cybersecurity Essentials Checklist

A Practical Self-Assessment Tool to Strengthen Your Business's Cyber Defenses

Basic Security Foundations

- ☐ Multi-factor authentication enabled on all business accounts
- ☐ Strong, unique passwords for all systems (password manager recommended)
- ☐ All software and systems regularly updated (monthly)
- ☐ Reputable antivirus/anti-malware software installed and updated
- ☐ Regular backups of critical data (tested monthly)

Staff & Processes

- ☐ All staff trained on cybersecurity awareness
- ☐ Clear policy on personal device use for work
- ☐ Incident response plan documented and tested
- ☐ Regular security awareness reminders
- ☐ Clear process for reporting suspicious activity

Technical Protections

- ☐ Firewall properly configured and monitored
- ☐ Secure Wi-Fi networks (no open/guest networks for business use)
- ☐ Email security measures in place
- ☐ Remote access properly secured (VPN if applicable)
- ☐ Regular security monitoring of systems

Compliance & Governance

- ☐ GDPR compliance measures implemented
- ☐ Data retention and deletion policies in place
- ☐ Cyber insurance coverage reviewed and adequate
- ☐ Regular risk assessments conducted
- ☐ Security policies documented and communicated

Supplier & Third Party Security

- ☐ Security requirements included in supplier contracts
- ☐ Regular review of third-party access to systems
- ☐ Cloud service security configurations reviewed
- ☐ Payment processing security verified
- ☐ Data sharing agreements include security requirements

Emergency Preparedness

- ☐ Key contact details readily available
- ☐ Alternative communication methods identified
- ☐ Critical system recovery procedures documented
- ☐ Staff know how to report and respond to incidents
- ☐ Business continuity plan includes cybersecurity considerations

Scoring

25 – 30 checked: Excellent – maintain your strong security posture

19 – 24 checked: Good – address remaining areas within 60 days

13 – 18 checked: Adequate – prioritise immediate improvements

12 and under checked: Urgent action required – seek professional guidance

Strengthen Your Cybersecurity

If your checklist score shows room for improvement, scan the QR code to learn how we can help protect your business.

iT Impact Technology Solutions